



## DISTRICT OF COLUMBIA COURTS POSITION VACANCY ANNOUNCEMENT

### DISTRICT OF COLUMBIA COURT OF APPEALS

#### Court Law Clerk for 2005-2006

**DESCRIPTION OF DUTIES:** Court law clerks serve a one year appointment under the immediate supervision of attorneys in the Clerk's Office. They serve the entire court which consists of nine associate judges and eight senior judges. This clerkship is particularly suited for individuals interested in appellate practice, court operations, or those desiring legal experience across a wide range of areas. The position provides exposure to appellate practice and techniques including motions, emergency matters, and extraordinary writs. The responsibilities of the court law clerks are as varied as those of staff counsel for other state and federal appellate courts. They include: (1) motions; (2) Petitions, Stays, and Emergency Matters; (3) Opinions and Special Projects.

**QUALIFICATIONS:** Applicants must have received their law degree prior to beginning work. Bar membership is not required of 2005 graduates, but new law graduates are expected to sit for a bar in July 2005. Applicants are also expected to be able to type and use WordPerfect. We are particularly interested in hearing from applicants who enjoy the quick work pace of a busy appellate court and who are able to express themselves clearly and concisely, both orally and in writing.

**COMPENSATION:** Court law clerks are currently compensated at \$ 49, 479. This rate is equal to the salary of a law clerk working for an individual judge. The law clerks as a group organize lunches and arrange other meetings with noted legal and political figures in Washington, D.C.

**APPLICATION PROCESS:** Applications must be post-marked no later than December 3, 2004, and must include: (1) a cover letter specifically outlining your interest in this position and any relevant experience; (2) a resume; (3) an unofficial transcript; (4) a list of at least three employment or academic references, including their names, addresses and daytime telephone numbers; and, (5) a writing sample. The writing sample should be accompanied by a statement indicating when it was prepared, whether it was a sole or collaborative effort, and the amount of editing done by yourself or another to the finished product. Applications may, but are not required to, include reference letters. Selections should be made by mid-April 2005. Interviews are required, but the court will not pay travel expenses; however, applicants are encouraged to contact us for an appointment should they plan to be in Washington; otherwise interviews can be conducted by telephone. Applications should be sent to:

Mr. John Dyson  
Director of Administration  
District of Columbia Court of Appeals  
500 Indiana Avenue, NW, 6<sup>th</sup> Floor  
Washington, DC 20001

It is the policy and practice of the District of Columbia Courts to hire and promote employees based on qualifications and merit only, without regard to race, color, religion, sex, age, disabilities, national origin, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, source of income, or place of residence or business.